

## APPLICATION FOR EMPLOYMENT

Date:

Applicant Name:

Present Address:

Permanent Address (If different from present address):

Telephone:

Best time to contact you at home:

Social Security No.:

Emergency Contact: Name: Telephone:

Relationship:

Are you either a U.S. citizen or an alien authorized to work in the U.S.?  Yes  No

*Proof of citizenship or immigration will be required upon employment*

**If you have received services of any type from Bay Area Turning Point within the last 12 months or are currently receiving services we cannot accept your application for employment at this time.**

### POSITION DESIRED

**Position:**

Are you available to work:

Full Time  Part Time  Temporary

Date you can start:

Salary desired:

Have you previously worked for BATP? If so, from \_\_\_\_\_ to \_\_\_\_\_.

If not, have you ever filed an application with BATP before?

If yes, what position did you hold?

If yes, what was your reason for leaving:

Do any of your friends or relatives work now, or in the past, at BATP? \_\_\_\_\_ If yes, who and what is their relationship to you?

How did you learn about this opening?

Are you currently employed?

May we contact your present employer?

Are you currently on "lay-off" status and subject to recall?

Can you travel if a job requires it?

### EDUCATION

High School:

Graduated?

Yes  No

Course of Study:

**BAY AREA TURNING POINT, INC.**  
P.O. BOX 890929, HOUSTON, TX 77289  
OFFICE (281) 338-7600 24 HOUR HOTLINE (281) 286-2525

College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Postgraduate School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education or training:		
Please rate your computer skills from 1-5, with 5 being proficient:          PC or MAC		
Other special skills:		
Please list any professional organizations to which you belong:		
<b>MILITARY EXPERIENCE</b>		
Branch of Service:	Dates Served:	Rank at Discharge:
Education and Training:		
<b>WORK EXPERIENCE</b>		
Please list previous 10 years of employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.		
Employer:	Address:	
From          to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Salary:	Final Salary:	
Employer:	Address:	
From          to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Salary:	Final Salary:	
Employer:	Address:	
From          to	Position Held:	Reason for leaving:
Superior's Name & Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Description of Duties:	
Starting Salary:	Final Salary:
<b>Have you ever been convicted of a crime, felony or misdemeanor?*</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, give details, including date(s):</b>          <b>* Convictions of fraud, theft or assault will automatically be barred from employment. Any other convictions will be considered based on the following: the nature and date of the offense and the job for which you are applying for, job-related purposes, and only to the extent permitted by applicable law. All employees of Bay Area Turning Point are required to complete and submit a Criminal Background Check before the first day of employment.</b>	
<b>AUTHORIZATION AND ACKNOWLEDGMENTS</b>  I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on this application may be grounds for dismissal.  I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.  I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.  Applicant Signature: _____  Date: _____	